



Dear Enter first and last name of student:

For the purpose of assisting Enter first and last name of student (the “student”) to obtain work experience and specialized training, Central Michigan university (the “university”) has agreed to offer you a learning experience (the “Learning Experience”) with Central Michigan University’s Enter name of department.

The Learning Experience will commence on Click to enter a date and end on Click to enter a date and will be for Enter weekly hours hours per week.

The Learning Experience is an educational experience and does not establish an employment relationship with the university; however, the department will determine if you are to receive a stipend for the learning experience to help cover some of your expenses while participating in this opportunity. The stipend amount you will receive is Click or tap here to enter text.

During the Learning Experience, you will: Enter description of the Learning Experience. The Learning Experience is for your express, educational benefit. You will complete the Learning Experience under the direct supervision of Enter supervisor’s first and last name. You will not be used as a regular employee, and the university does not expect to derive immediate advantage from the activities you perform during the Learning Experience. You are not an employee of the university as a result of performing the Learning Experience, and you are not entitled to employment with the university at the conclusion of the Learning Experience.

While performing the Learning Experience, you acknowledge your obligation to:

- perform all work allocated to you to the best of your ability;
- comply with all lawful and reasonable directions and instructions given to you by employees of the university during the course of the Learning Experience;
- comply with any and all university policies and procedures that apply, or may apply, to you during the course of the Learning Experience; and
- undergo any and all training that the university deems necessary to enable you to safely and efficiently perform your duties during the Learning Experience.

At all times, including after the Learning Experience, you agree and acknowledge that:

- you will keep confidential any and all confidential information of the university that comes into your possession;
- any intellectual property you may develop while performing Learning Experience duties are hereby assigned to and vest in the university immediately as created; and
- the university owns and always retains all rights to the university's intellectual property.

Additionally, you accept that the Learning Experience may be terminated prior to the end date at the sole discretion of the university. This document does not serve as an employment contract, but rather specifies the goals, intent and details of the Learning Experience. This Agreement constitutes the entire agreement of the parties with respect to the Learning Experience.

If you have any questions about the terms of the Learning Experience outlined above, please contact Enter first and last name of contact person at Enter contact phone number.

Sincerely,

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My signature below indicates my acceptance of the Learning Experience as outlined above.

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(Signature) (Date)

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(Name)